

Department of the Army  
United States Army Intelligence Center  
And Fort Huachuca  
Fort Huachuca, Arizona 85613-6000

\*FH Regulation 215-2

30 April 1999

## Morale, Welfare, and Recreation

### FORT HUACHUCA INTRAMURAL COED SPORTS PROGRAM

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**Summary.** This regulation was updated to provide current policy and procedures regarding the Fort Huachuca Intramural Coed Sports Program.

**Applicability.** This regulation applies to all active duty military, retired military, and their family members, Civil Service, Nonappropriated Fund, Post Accommodation Support Teachers, Army and Air Force Exchange Service employees, and Department of Defense Contractors on Fort Huachuca.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the proponent.

**Suggested improvements.** The proponent of this regulation is the Directorate of Morale, Welfare, and Recreation (MWR), U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH). Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, USAIC&FH, ATTN: ATZS-HRR-I, Fort Huachuca, AZ 85613-6000.

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#### Contents

	Paragraph	Page
Purpose	1	2
References	2	2
Explanation of abbreviations	3	3
Responsibilities	4	3
Sports program procedures	5	5
Supplies	6	14
Higher level sports competition	7	14
Athletic facility reservation	8	14

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\*This regulation supersedes FH Regulation 215-2, 27 April 1989.

#### 1. Purpose.

This regulation establishes policies governing the administration, operation, and supervision of the Fort Huachuca unit and post-level sports programs for all active duty military assigned to Fort Huachuca. The Intramural Coed Sports Program has been designed to--

a. Enhance troop morale and assist commanders in developing and maintaining a high state of emotional and physical well-being between military personnel and their family members.

b. Encourage maximum participation in wholesome recreational team and individual sports.

c. Help develop group esprit, the will to win, confidence, aggressiveness, and teamwork; which are essential to effective combat readiness.

d. Supplement the required physical training program.

e. Provide the method of selection for teams and individuals to represent Fort Huachuca at higher command level championships and the nomination of individuals for higher levels of competition. To fulfill these objectives, the Intramural Coed Sports Program will be firmly organized for efficient coordination and communication between supervisors and participants.

## **2. References.**

a. Required Publication. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities.

b. Referenced Forms.

(1) DA Form 1687 (Notice of Delegation of Authority-- Receipt for Supplies).

(2) DA Form 2028 (Recommended Changes to Publications and Blank Forms).

(3) DA Form 4762-R (Athlete's Application).

(4) DA Form 4763-R (Athlete's Certificate of Amateurism).

**3. Explanation of abbreviations.**

- a. AR-----Army Regulation
- b. A&R-----Athletic and Recreational
- c. BFH-----Barnes Field House
- d. FH-----Fort Huachuca
- e. HHC-----Headquarters and Headquarters Company
- f. MWR-----Directorate of Morale, Welfare, and Recreation
- g. SIDPERS-----Standard Installation/Division Personnel System
- h. TDY-----temporary duty
- i. USAIC&FH-----U.S. Army Intelligence Center and Fort Huachuca

**4. Responsibilities.**

- a. The Sports Director, MWR, USAIC&FH is responsible for--
  - (1) Organization and direction of the sports programs.
  - (2) Operation of all sports facilities.
  - (3) Availability of athletic equipment and facilities to all units and individuals on a fair and equitable basis.
  - (4) Arrangements for off-post sports competition, as required.
  - (5) Preparation and supervision of the athletic budget and expenditures.
- b. Intramural sports specialist are responsible for--
  - (1) Assisting the Sports Director in the sports program and in the operation of sports facilities.
  - (2) Coordinating the scheduling of the Athletic Officials Association, to include verifying the worksheets to

ensure prompt payment for all official services that are rendered, contacting officials on game assignments, scheduling changes, and game cancellations.

(3) Providing technical advice, guidance, and information concerning the Intramural Coed Sports Program to Unit Athletic and Recreational Representatives.

(4) Maintaining and being familiar with appropriate directives applicable to the sports program, particularly rules of eligibility, sport rules, unit population, logistical support, and tabulation of points awarded for the Commander's Cup Program.

(5) Issuing of sports uniforms and equipment and arranging issue appointments.

(6) Ensuring that equipment is turned in promptly at the end of each sport season by unit teams.

(7) Ensuring fair and equitable leagues are established.

(8) Ensuring qualified personnel adequately supervise teams.

(9) Notifying all unit coaches, sports official representatives, and maintenance branches of any change in scheduled game location or game time.

(10) Ensuring sports facilities are maintained in a safe and well-aligned condition at all times.

(11) Serving as members of the Sports Branch Protest Committee.

(12) Ensuring publicity for all coed sports programs is disseminated at least 30 days before the program starts.

c. Unit commanders are responsible for--

(1) Ensuring Unit Athletic and Recreational (A&R) Representatives (officer or noncommissioned officer) are appointed on appropriate correspondence, with a copy furnished to the Sports Branch Office, ATTN: ATZS-HRR.

(2) Ensuring unit representatives attend the required Unit A&R Representatives and league meetings scheduled by the Sports Branch.

(3) Ensuring the Sports Director is provided two copies of correspondence designating Unit A&R Representatives.

(4) Ensuring participants are in proper physical condition.

(5) Ensuring the fair play attitude is instilled in all participants.

(6) Ensuring participants do not consume any type of alcoholic beverage before or during an athletic contest conducted on Fort Huachuca.

(7) Ensuring all sports equipment issued by the Sports Branch is returned clean 1 week after the end of a specific season. If the equipment is not returned by that date, equipment for the upcoming sports season will not be issued, and the unit will not be allowed to participate in the next scheduled coed sports program.

## **5. Sports program procedures.**

a. Unit teams will be composed only of personnel carried on the unit Standard Installation/Division Personnel System (SIDPERS) report or other service equivalent, to include attached personnel (for exceptions see subparagraph f(2)).

(1) Unit SIDPERS reports will determine which league a unit will be assigned to. This is done on or about the first of September of each year, with that unit participating in its designated league from 1 September through 31 August annually.

(2) Units with 125 or less assigned personnel will be authorized to participate in the "A" League. Units with 126 or more assigned personnel will be authorized to participate in the "AA" League.

(3) Once a unit team has been designated in either "A" or "AA" League, the unit team will remain in that specified league for the remainder of sports year.

b. Personnel on temporary duty (TDY) or attached status for more than 90 days may participate with the unit to which they are attached. One copy of TDY or attachment orders will be submitted with unit rosters for all coed sports programs.

c. Individual(s) who is on TDY or placed on special duty for less than 89 days, and not assigned to a unit under the current year Commander's Cup Coed Program, will submit a memorandum requesting to be entered in the player's pool. The memorandum will be addressed to the Sports Branch, ATTN: ATZS-HRR-I, and contain the individual's rank, full name, last four digits of the social security number, and duty phone number. Individuals will be placed through the player's pool as soon as possible. The memorandum, prepared and signed by the individual, will be routed through his or her commander, to the Sports Branch.

d. Individuals who have a permanent change of station or expiration term of service during a coed sports season will not be permitted to compete once the individual has officially signed out of the unit. EXCEPTION: Any individual bowling in a 8- to 9-month league may, upon approval of league representatives and the Sports Director, be permitted to complete the regular bowling league; however, he or she will not be permitted to participate in a Post Championship Roll-Off.

e. Participants will represent units to which they are assigned or attached by orders, except as follows--

(1) Upon transfer to another unit on post, an individual will be ineligible to compete with the gaining unit for 7 days. If the gaining unit does not have a team in the league or does not pick up the transferee on its team roster within 7 days, that individual may complete the season by participating with the former unit. Reassignment of military to participate in a specific sport is specifically prohibited. Military personnel who are interpost transfers are not eligible to participate with a gaining unit if the transfer occurs after regular season competition is completed.

(2) If a unit does not field a team, an individual may submit a request through the unit commander to the Sports Director (ATTN: ATZS-HRR-E), to play for another team within a designated league structure. Designated league structures are determined by 1 September of each year. If this does not apply, the Sports Director will assign an individual to a team by using a player's pool, which permits the assignment of a player to a team as needed. Major and minor sports will be specified in the coed sports calendar in September of each year.

(3) All other MWR authorized participants, upon playing one game (match) contest, shall remain with that team for the remainder of the season (includes play-offs or tournaments).

(4) Players' pool administration.

(a) An individual will be placed in designated grouping, the Intramural Coed Sports Program, which is designated into an "A" and "AA" league structure based on 1 September unit population.

(b) An individual is placed, at either the beginning of the sports year in September, or during the sports year, depending on current league standings or Coed Commander's Cup point totals after the first major sport has been conducted.

(c) An individual placed on a team, by using the player's pool, can earn five points for the unit toward the Coed Commander's Cup by competing in 51 percent of league games scheduled in a major team sport. By using the player's pool, a unit may earn up to 50 points by having 10 or more players participate in 51 percent or more of the scheduled games.

(d) Individuals assigned to a unit through the player's pool who assists that unit to a major Coed Sports Championship Playoff, Match, or Roll-Off, will earn an additional two points for their unit toward the Coed Commander's Cup.

(5) The following case-by-case rules are also in effect--

(a) An individual placed on special duty with another unit or section may participate only with the parent unit.

(b) Individuals on teams dropped from the league or requesting permission to play for a team within a group will not be eligible to participate with another team, except by unanimous approval of all team or league representatives.

(c) Individuals participating for a unit which fields more than one team will not be transferred from one team to another within the unit and may play only for the team with which they initially competed during regular season competition.

(d) Violation of the eligibility rules, noted in subparagraphs d(4)(a-c) above, will result in a forfeiture of each game or match in which a violation occurs.

(e) Individuals may be suspended from competition because of unsportsmanlike conduct. Length of suspension will be

determined after a comprehensive investigation of the incident by the Sports Branch personnel.

f. Competition is at the company level for all Coed Sports Programs.

(1) Coed intramural sports company level team competition in major sports will be conducted in bowling, flag football, basketball, volleyball, soccer, and slow-pitch softball, with points awarded as shown in Figure 1. All major sports conducted are subject to change. A minimum of 10 unit teams must compete in order to conduct a specific major sport.

(2) Coed intramural sports company level competition in minor sports will be conducted in golf, tennis, cross-country, racquetball, and track and field. All minor sports conducted are subject to change.

(3) Team awards will be presented at the end of each sports season, meet, or series of meets. Awards will be based on the best record of wins, losses, the most points, or the least points earned in all the meets in coed major or minor sports.

(4) Individual awards may be voted on by the unit or team representatives; however, expenses for awards (trophies) will be incurred by the participants, in specified programs, providing all participating units, teams, and individuals agree to purchase them.

g. Each unit or team under the Intramural Coed Commander's Cup Sports Program is authorized to participate in adult sports competitions. They can earn sports participation and tournament placement points as follows--

<u>MINOR SPORTS</u>		<u>MAJOR SPORTS</u>	
<u>PLACE</u>	<u>POINTS</u>	<u>PLACE</u>	<u>POINTS</u>
1ST	35	1ST	65
2ND	30	2ND	50
3RD	25	3RD	40
4TH	20	4TH	30
5TH	15	5TH	25
6TH	10	6TH	20
All Others	05	All Others	10

**Figure 1. Commander's Cup Minor and Major Coed Sports Championship and Tournament Placement Points.**



COMMENT: Fifty participation points will be awarded to the units that enter the minimum number of participants in a specified major or minor sport when the "A" and "AA" Leagues are combined. Placement points will be awarded to the units that enter a minor sport combined league by breaking down the top "A" League team as they finished, and the top "AA" League team as they finished.

(1) Each unit or team will be required to submit a "Memorandum of Intent" to enter each sports program. The unit commander or designated unit commander is required to sign any or all "Memorandums of Intent." If the memorandum is submitted late, the Commander's Cup sports participation points will not be awarded for that specific sports program.

(2) Units entering more than one team are required to submit a roster for each team, designating the unit team coach or captain and duty telephone number. Provided they enter within the prescribed timeframe, they will receive participation points for only one team. The team to receive points must be identified when the "Memorandum of Intent" is submitted. If either team from the same unit drops out of a program for any reason (other than a bona fide military commitment), participation points for that unit will be forfeited.

(3) Unit or team rosters are due by the close of business on the date specified on the current annual Intramural Coed Sports Calendar. A unit or team who submits a roster late will not be awarded participation points; however, that unit or team will be permitted to compete for the Commander's Cup sports program "Final Standings" or "Championship Playoff" points, as prescribed in the specified governing coed sports bylaws.

(4) Any team forfeiting two games during the season will be dropped from the league, with all games played or games remaining counting as no games played during the regular season. League standings will be adjusted accordingly.

(5) If two teams from the same unit do not complete the season, that unit will not be allowed to enter two or more teams in the next major sport, unless the teams were forced to drop from competition because of a bona fide military commitment.

(6) Units that enter two or more teams for a Post Championship Tournament must enter each team using only roster players who competed in at least one game/match during the

regular season. Units may not combine two or more teams in order to compete in a Post Championship Tournament.

(a) A unit that enters two or more teams for a Post Championship Tournament will receive the Commander's Cup sports program points only for the team that finishes in the highest place in the tournament. Example: If Headquarters and Headquarters Company (HHC) teams #1 and #2 finish first and second in the Post Championship Tournament, only HHC #1 will receive final standing team points.

(b) If a unit enters two teams in a Post Championship Tournament and finishes first and second, both teams will be presented awards, if awards are made available.

h. Removal from a sports contest.

(1) A coach, player, or fan removed by rule from a sports event must be out of sight and sound within one minute or the game, match, or meet will be forfeited.

(2) This rule will be strictly enforced to ensure control of the game, match, or meet conducted on this installation.

i. Protests.

(1) Discussions of the game with officials on matters of judgement are not grounds for protest.

(2) Protests involving player eligibility or substantiated rule misinterpretation or infraction will be considered by the Sports Division as specified in the governing sports bylaws. A misinterpretation of a rule, which the team captain has noted and brought to the immediate attention of the head official before the next live ball or pitch, will be resolved before continuing play. Protests lodged during a Post Championship Tournament, meet, or match will be resolved prior to the next live ball, pitch, or event.

(3) The team captain will ensure a protest involving player eligibility is written on the officials' delivery game ticket and submitted in writing within 24 hours to the Sports Office (ATTN: ATZS-HRR-I). The written protest will contain--

(a) The player's name (if known) or jersey number.

(b) The player's parent unit (if known).

(c) The name of each team involved.

(d) The match or game score, match or game number, inning number, number of runners on base and where, number of outs, count on batter, time remaining, and final score of the game.

(e) Rule misinterpretation (show rule number, section, article, and paragraph).

(f) Name of official(s).

(g) Date and time of the match or game, and field or court location.

(4) The protest committee, consisting of the Chief, Sports Division; Sports Director; and one Intramural Sports Specialist; will review the protest and make a final decision.

j. Combined Coed Unit A&R Representative's meetings.

(1) The Intramural Sports Coed Unit A&R Unit Representative's meetings will be conducted on the first Wednesday of each month, 1000, at Barnes Field House (BFH), building 61701, except the month of January. In January the meeting will be conducted on the second Wednesday.

(2) The Installation Sports Director will preside as chairperson of the Unit A&R Representative's meeting.

(3) Representatives must be designated in writing by their commanders to maintain communication, coordination, and interest in the Fort Huachuca Sports Program.

(4) Representatives will be awarded 25 points toward the Commander's Cup program for attending each scheduled Unit A&R Representative meeting.

(5) The Sports Director will ensure reports on participation, supply procedures, and sports publicity is provided to all A&R Representatives during meeting.

k. Alcoholic beverages. At no time will any type of alcoholic beverage be consumed by a participant competing in an athletic contest conducted by the Sports Division before or

during the contest. Participants who have alcohol on their breath or are seen consuming an alcoholic beverage before or during an athletic contest will not be permitted to compete and will be removed from that contest (sight and sound). The head official will note the incident on the game delivery ticket. A second offense by the same participant will mean expulsion from that sport or tournament. At no time will any type of alcoholic beverage be consumed on any of the installation's athletic fields without command approval.

1. Commander's Cup Sports Program.

(1) The Commander's Cup is awarded to a unit in each league ("A" and "AA") that accumulates the most points during the sports year (September-August).

(2) Commander's Cup points will be awarded to all intramural coed major and minor sports competitions.

(a) Fifty points will be awarded to all units for participating in and completing a major sport competition. A unit team that forfeits two games or matches in a major sport will automatically be eliminated from further competition in that sport and will forfeit the 50 participation points.

(b) Thirty entry points will be awarded to all units fielding a minimum number of authorized participants that compete in a specified minor sports competition. If less than the minimum number of authorized individuals participate, entry and placement points will not be awarded.

(c) A unit who enters enough participants, either in the Open, Junior Veterans, Seniors, and Masters Division in minor sports, will be awarded participation points for that sport, as designated in the specified sports bylaws. If a tournament format is conducted in a minor sport, entering units who have four or more legitimate forfeits or defaults, will be denied the 30 participation points.

(3) In case of a tie in any of the two Commander's Cup Coed Sports Programs, a minor sport will be used to break the tie, i.e., 18 holes of golf, 100 meter dash, best 2 out of 3 games in racquetball, etc.--

(a) Unit or designated commanders will draw a minor sport (racquetball, cross-country, track and field, tennis or golf) from a hat.

(b) Once the minor sport is drawn, each commander will designate one unit member to compete against the other unit member in the event.

(c) The unit whose member wins the selected minor sport event will become the current year Commander's Cup champion.

m. Post Championship and Tournament formats are--

(1) Should the "A" or "AA" Leagues have seven or fewer teams entered in a major sport, there will not be a post tournament. The league standings will then determine the league champion and runner-up; eight or more teams constitute a four-team play-off.

(2) Head-to-Head competition (who beat who) will be used to break a two-way tie for a play-off berth. In case of a three, or four-way tie for any spot in the "A" and "AA" League standings, a single elimination play-off format will be used to decide the tournament seating after the head-to-head tie breaking procedure has been used. EXAMPLE: Company A beats Company B, Company B beats Company C, and Company C beats Company A. A three-way tie exists after using the head-to-head tiebreaker, and the single elimination play-off will be used to determine the tournament seating.

(3) Ties in minor sports competition will be broken by reverting back to the last event, match, or game involving participants of units tied.

**6. Supplies.**

a. The Sports Division Supply Office maintains and issues sports and athletic supplies and equipment for teams participating in the Fort Huachuca Intramural Coed Sports Program.

(1) Sports equipment will be issued directly to the unit supply officer or the representative who is properly designated on a current DA Form 1687 (Notice of Delegation of Authority-- Receipt for Supplies).

(2) Sports equipment will be hand-receipted to a unit representative or coach in the Coed Intramural Sports Program. Approved family member and civilian teams will be issued sports equipment to their team coach or manager. The coach or manager must have a current DA Form 1687 authorizing equipment or uniform issue.

b. The Sports Division Office will notify A&R Unit Representatives when the units will be issued intramural sports equipment and supplies.

(1) Type and quantity of authorized equipment or supplies, issue dates, and times will be noted in each sport's bylaws.

(2) Seasonal equipment will be issued on a returnable basis. To draw basketball equipment, all previously drawn sports equipment or supplies (such as flag football equipment) must be turned in. Failure to comply with the specified turn-in date by a unit will preclude that unit from receiving additional equipment and participating in the next scheduled sports program.

(3) Each unit commander will be responsible for initiating Statement of Charges, Government Property Lost or Damaged Report, Report of Survey, or Cash Collection Voucher within 5 working days after due date of equipment.

**7. Higher Level Sports Competition.**

a. All Army Trial Camps and Armed Forces competitions are conducted annually in the following sports: basketball, men and women; wrestling, men; volleyball, men and women; bowling, men and women; track and field, men and women; tennis, men and women; softball, men and women; golf, men and women; soccer, men; and

racquetball, men and women. Sports competitions are subject to change due to funding constraints.

b. Sites and dates of All Army Trial Camps and Armed Forces competitions will be announced annually. During Olympic and Pan-American Game years other sports can be added. In such cases, the additional sports will be announced in writing.

c. Active duty military personnel interested in participating in the All Army Trial Camps and Armed Forces competitions must provide to the Sports Division (ATTN: ATZS-HRR-I), a minimum of 60 days before the opening date of Trial Camps, the following information--

(1) A DA Form 4762-R (Athlete's Application); with DA Form 4763-R (Athlete's Certificate of Amateurism); these forms are available at the Sports Division Office.

(2) A complete summary, in chronological order, of past and present athletic performances, honors, and awards in the sport for which the individual is applying.

## **8. Athletic Facility Reservation.**

a. Requests for reservation of athletic facilities for athletic or recreational activities and special events will be sent to the Sports Director, (ATTN: ATZS-HRR-I), at least 2 weeks before the requested date.

b. The following criteria will determine the feasibility of requests--

(1) Availability of Sports Branch personnel for supervision and maintenance.

(2) Energy conservation requirements during specified times.

c. Reservations for all athletic facilities will be granted according to the following priorities--

(1) Post level athletic events, as required.

(2) Intramural Coed Sports Programs.

(3) DMWR sponsored events.

**FH Reg 215-2**

- (4) Intramural team practice.
- (5) Active duty personnel non-directed play.
- (6) Active duty family members non-directed play.

d. BFH swimming pool policy.

(1) The BFH swimming pool can be reserved for unit Drownproofing and Water Survival Training by coordinating with the Pool Manager at extension 3-3858.

(2) Correspondence, using memorandum format, must be submitted to the Pool Manager (ATTN: ATZS-HRR-P), at least 10 working days before requested training. The unit commander must sign the request.

(3) Every effort will be made to support unit Drownproofing and Water Survival Training.

e. Softball and football field and basketball and volleyball court reservation policies and procedures.

(1) All above-mentioned fields or courts that are available for practice will be made available to unit teams by reservations only.

(2) Units wanting to reserve a field or court for practice, Monday through Friday, will call extension 3-2948.

(3) Reservations will be for a 1-hour period, upon approval. The field or court reservation slip must be picked up at the BFH issue cage by the requesting unit, by 1530 on the date of reservation. The field or court reservation slip will remain in the requesting unit's possession during practice time frames.

(4) Field or court reservations may be called in 1 day in advance between 1300 and 1500, Monday through Friday, to reserve available fields or courts between 0500 and 0700 or 1500 and 2100. Reservations for Saturday, Sunday, and Monday may be made by calling on Friday between 1300 and 1500.

(5) When a holiday falls on Monday, reservations will be made on the preceding Friday for use of the field or court for Saturday, Sunday, Monday, and Tuesday.



(6) Units fielding two or more teams in an intramural sport can reserve a 1-hour period per day for practice for each team.

(7) Units who do not enter a team in the Post Intramural Softball, Football, Basketball, or Volleyball Programs will, after the cutoff date for submitting "Memorandum of Intent," use an available field or court for practice from 1300 to 1500 only. Court or field reservations, for units not participating in the sports program, can be made after 1400 daily by following procedures denoted in subparagraphs e(1),(2),(3),(5), and (6).

(8) Individuals or units using any Sports Division field or court without a written reservation slip, issued by the Sports Division, must surrender the field or court to a team with a written reservation slip.

f. Tennis court policies and procedures.

(1) There are seven tennis courts for daily use throughout Fort Huachuca--

(a) BFH lighted courts (four).

(b) Lakeside Activity Center lighted courts (two).

(c) Music and Theater lighted court (one).

(2) Courts may be used for not more than 1 hour when people are waiting to use them.

(3) Only tennis shoes are allowed on courts. Shoes that leave marks on court surface will not be allowed.

(4) Scheduled programs and special events will take precedence over daily users.

FH Reg 215-2

(ATZS-HRR-I)



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